



Strategy and Tactics Fire Officer I Evaluation Form



CANDIDATE			
EVALUATOR			
DATE		COURSE NUMBER	
LOCATION			

A Guide for Lead Evaluators for the Fire Officer I Strategy and Tactics Practical Skills Examination

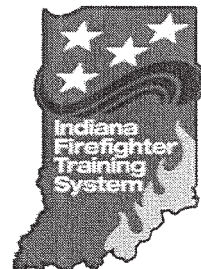
FINAL EXAMINATION PRACTICAL SKILLS EXAMINATION.

Please indicate in either the Pass/Fail column the date of the examination and their status. A person is only allowed to take a practical skill examination three times. If the individual fails one of the stations it must be repeated after coaching/instruction by someone other than the evaluator. The evaluator is not allowed to give feedback to the student on what portion of the material they did not successfully complete.

DID THE CANDIDATE...	PASS	FAIL	PASS	FAIL	PASS	FAIL
Give a description of the building accurately						
Amount & location of fire conditions						
Identify any exposure problems						
Identify any unusual conditions						
Determine the risk/benefit & identify operational mode properly						
Identify potential life threatening problems						
Initiate Rescue of victims if applicable						
Initiate Fire Confinement procedures						
Initiate ventilation procedures						
Initiate exposure protection						
Identify and determine acceptable assignments to implement the Action Plan						
Identify positions and make assignments properly						
Demonstrate understanding of the situation						
Establish incident objectives						
Develop the correct strategies						
Direct tactical and resource assignments						



Strategy and Tactics Fire Officer I Evaluation Form



properly						
Develop and implement the Action Plan						
Develop an effective ICS System						
Demonstrate an effective size-up based upon the factors on page 529 & 530 in the Strategy and Tactical Considerations on the Fireground by James P. Smith, Second Edition book						

By placing my signature below, I attest, under penalty of perjury that each practical skill outlined in the rules has been successfully completed by the candidate for the specific certification being applied for as prescribed by the Indiana Board of Firefighting Personnel Standards and Education.

Lead Evaluator Signature		Date	
Printed Name		PSID #	

IDHS DIVISION OF TRAINING

FIRE OFFICER I

Incident Action Plan

Incident Size-up & Action Plan worksheet

Strategy and Tactics Worksheet

Student Name		Simulation Title	
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First Alarm Rural-Please indicate below by placing a number in the box next to type the number of resources you expect to respond on this call for a first alarm with 12 personnel.

Engines		Ladders		Rescue	
Tankers		Career Staff		Volunteer Staff	

First Alarm Urban-Please indicate below by placing a number in the box next to type the number of resources you expect to respond on this call for a first alarm with 16 personnel.

Engines		Ladders		Rescue	
Tankers		Career Staff		Volunteer Staff	

Please indicate below the needed fire flow (NFF) based upon the formula used in the training program. Students are not allowed to use any electronic device to determine the NFF.

(Formula $L \times W / 3 = \text{NFF}$) add 25% for exposures

Needed Fire Flow	
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Initial size up report – (describe in your own words the situation as you see it. Include as many of the Size up factors from the training program as you deem appropriate.)

IDHS DIVISION OF TRAINING

FIRE OFFICER I

Incident Action Plan

Action plan –(Follow-up Report) establishes the overall strategic decisions and assigned tactical objectives for the incident.

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FIRE OFFICER I

Incident Action Plan

Strategic Mode

Indicate the Strategy that you have chosen for the depicted scenario on the line below. The strategy you have chosen requires that you make tactical decisions and implement those decisions through tasks assigned to the Company Officer / Firefighter.

Strategic Goal #1

Indicate the Strategy that you have chosen for the depicted scenario on the line below. The strategy you have chosen requires that you make tactical decisions and implement those decisions through tasks assigned to the Company Officer / Firefighter.

Tactical Assignment #1

Based upon your strategy what is the first tactical assignment you will choose? Indicate on the line below what tactical assignment you have chosen. Below the tactical assignment list up to five task assignments that will be included with that tactical assignment that could be expected to be assigned and accomplished within the first 15 minutes of on scene operations.

Task Assignment #1

**Number of Personnel
Assigned**

1.

2.

3.

4.

5.

Strategic Goal #2

Indicate the Strategy that you have chosen for the depicted scenario on the line below. The strategy you have chosen requires that you make tactical decisions and implement those decisions through tasks assigned to the Company Officer / Firefighter.

Tactical Assignment #2

Based upon your strategy what is the first tactical assignment you will choose? Indicate on the line below what tactical assignment you have chosen. Below the tactical assignment list up to five

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FIRE OFFICER I

Incident Action Plan

task assignments that will be included with that tactical assignment that could be expected to be assigned and accomplished within the first 15 minutes of on scene operations.

Task Assignment #2

**Number of Personnel
Assigned**

1.

2.

3.

4.

5.

Strategic Goal #3

Indicate the Strategy that you have chosen for the depicted scenario on the line below. The strategy you have chosen requires that you make tactical decisions and implement those decisions through tasks assigned to the Company Officer / Firefighter.

Tactical Assignment #3

Based upon your strategy what is the first tactical assignment you will choose? Indicate on the line below what tactical assignment you have chosen. Below the tactical assignment list up to five task assignments that will be included with that tactical assignment that could be expected to be assigned and accomplished within the first 15 minutes of on scene operations.

Task Assignment #3

**Number of Personnel
Assigned**

1.

2.

3.

4.

5.

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FIRE OFFICER I

Incident Action Plan

Strategic Goal #4

Indicate the Strategy that you have chosen for the depicted scenario on the line below. The strategy you have chosen requires that you make tactical decisions and implement those decisions through tasks assigned to the Company Officer / Firefighter.

Tactical Assignment #4

Based upon your strategy what is the first tactical assignment you will choose? Indicate on the line below what tactical assignment you have chosen. Below the tactical assignment list up to five task assignments that will be included with that tactical assignment that could be expected to be assigned and accomplished within the first 15 minutes of on scene operations.

Task Assignment #4

**Number of Personnel
Assigned**

1.

2.

3.

4.

5.

Strategic Goal #5

Indicate the Strategy that you have chosen for the depicted scenario on the line below. The strategy you have chosen requires that you make tactical decisions and implement those decisions through tasks assigned to the Company Officer / Firefighter.

Tactical Assignment #5

Based upon your strategy what is the first tactical assignment you will choose? Indicate on the line below what tactical assignment you have chosen. Below the tactical assignment list up to five task assignments that will be included with that tactical assignment that could be expected to be assigned and accomplished within the first 15 minutes of on scene operations.

IDHS DIVISION OF TRAINING

FIRE OFFICER I

Incident Action Plan

Task Assignment #5		Number of Personnel Assigned
1.		
2.		
3.		
4.		
5.		

Fire and Emergency Services Company Officer

Chapter 16

Conduct a Post-Incident Analysis

Name _____ **Date** _____

Introduction

The post-incident analysis and post incident critique are tools that are intended to determine whether an emergency incident was conducted in the safest and most efficient manner. Information that has been gathered by the company officer and combined with information gathered by the incident commander and the incident safety officer is analyzed. The information comprising the post-incident analysis is then used during the post-incident critique. This critique involves all participants in the incident, including those from other agencies.

Directions

Conduct a post-incident analysis of the fire scenario that you were presented with. You are to use the information from you pre-incident plan, IAP and actual fire conditions of your scenario to complete a post-incident analysis and report. You can use the form provided or one from the local AHJ.



ANYTOWN FIRE DEPARTMENT

POST INCIDENT ANALYSIS

DATE:	ADDRESS:	
ALARM TIME:	OCCUPANCY:	
INCIDENT COMMANDER:		
RESPONDING UNITS:		
SAFETY OFFICER:		
CONSTRUCTION TYPE:		
SPECIAL HAZARDS:		
FIRE CONDITIONS:		
WEATHER:		
INCIDENT PRIORITIES:		
ASSIGNMENTS		
STRATEGY & TACTICS:		
WERE TACTICS EFFECTIVE TO ACCOMPLISH STRATEGIC GOALS? <input type="checkbox"/> YES <input type="checkbox"/> NO WHY?		
FIRE FLOW ADEQUATE? <input type="checkbox"/>YES <input type="checkbox"/>NO		
REHAB / EMS ESTABLISHED? <input type="checkbox"/>YES <input type="checkbox"/>NO		
HAZ-MAT PRESENT? <input type="checkbox"/>YES <input type="checkbox"/>NO		
WAS APPROPRIATE LEVEL SCBA/PPE USED? <input type="checkbox"/>YES <input type="checkbox"/>NO		
SAFETY and/or SOP VIOLATIONS? <input type="checkbox"/>YES <input type="checkbox"/>NO IF YES, SPECIFY.		



**ANYTOWN FIRE DEPARTMENT
POST INCIDENT ANALYSIS**

OPERATIONAL RECOMMENDATIONS:

SAFETY RECOMMENDATIONS:

TRAINING RECOMMENDATIONS:

OFFICER MAKING REPORT:

DATE:

Fire and Emergency Services Company Officer

Chapter 4

Assign tasks to unit members under non-emergency conditions

Name _____ **Date** _____

Introduction

As a Company officer it is your responsibility to ensure that all company assignments are completed satisfactorily and in a timely manner. This duty requires that the company officer have the ability to review and prioritize all assignments he/she is responsible for.

Directions

Review the following task list that has been assigned to your station for your next duty day. After review you are to establish an order of priority of tasks and a timeline for completion, make a written plan of what specific tasks and resources are assigned to each firefighter, and provide for adequate supervision and safety considerations, so that the company's assignment is completed.

Activity

You are the company officer of a 4 person company including yourself. The following is a list of tasks assigned. For each task assigned there is an approximate time it will take for one person to complete. If you assign more personnel to complete the assignment you can divide the time by the number you assign. You have all necessary resources to complete all the tasks.

Unit Check Off – 1 hour to complete
Yard Work – 3 hours to complete
Clean Apparatus Bay – 2 hours to complete
Hose Testing – 3 hours to complete
Training – all personnel must attend 2 hours
Clean Windows – 2 hours to complete
Clean Refrigerator – 1 hour to complete

Standard Operating Procedure: Change-of-Shift

EQUIPMENT	RESOURCE MANAGEMENT
Self-Contained Breathing Apparatus Change-of-Shift Operational Checks	S.O.P. 305.02 5/01 Approval: EJV Page 1 of 2
<p>PURPOSE: To define and describe the daily inspection and maintenance actions that are necessary to ensure the readiness and safe operation of fire department self-contained breathing apparatus (SCBA). These actions are to be performed during the change-of-shift operational checks (CSOC). Additionally, this procedure provides direction on the methods of cleaning, minor servicing, and restoration to service of the SCBA after use.</p> <p>SCOPE: This procedure applies to all personnel who are assigned to use or possibly use an SCBA. Additionally, it applies to all SCBA and ancillary equipment that are unassigned or held in reserve for immediate use, and any SCBA units that are being returned to service following repair or annual factory evaluation. All personnel assigned an SCBA are responsible for its condition and shall conduct these procedures.</p> <p>PROCEDURE: The CSOC is to be performed each day as the shift is changed. Firefighters who are rotated to a station other than the station where they began the shift are to perform these procedures at the time of their arrival for duty.</p> <p>An SCBA that has been returned to service from SCBA Services after repairs is to be given a CSOC at the time it is returned and prior to the replacement unit being placed into reserve status and the repaired unit placed in service.</p> <p>All SCBA that have been utilized during an emergency incident are to be cleaned, inspected, have minor maintenance performed, and given a CSOC prior to being returned to service.</p>	

EQUIPMENT	RESOURCE MANAGEMENT
Self-Contained Breathing Apparatus Change of Shift Operational Checks	S.O.P. 305.02 5/01 Approval: EJV Page 2 of 2
<p>An SCBA that has been subjected to abuse, impact, exposure to high heat or hazardous chemicals during use or in storage, should be removed from service, red tagged, logged as out of service in the station log and sent to SCBA services for evaluation and repair. A replacement unit is then put into service. This unit is given a CSOC and placed in service.</p>	
<p>CSOC and After Use Checks</p>	
<ul style="list-style-type: none"> • Check the air cylinder (pressure to be 4000 to 4500 psi). • Check tightness of high pressure hose connection to cylinder. • Depress facepiece regulator on/off switch to place into the off position. • Turn air cylinder valve completely on. • Low pressure (quarter service) alarm must activate as system is pressurized. • If low pressure alarm fails to operate, remove SCBA from service. • Personal Alert Safety System (PASS) must activate. • If PASS does not activate, remove the SCBA from service. • Check air lines for leaks (Use soapy water if leak is suspected to isolate location of leak). • Shut off air cylinder valve. • Bleed air from high pressure hoses by using facepiece regulator purge (red) valve. • Low pressure alarm must activate when pressure decreases to approximately 1000 psi. • Fully extend all harness straps. • Check harness for wear or damage. • Replace SCBA in seat-mounted bracket in "ready" condition. • Examine all spare SCBA cylinders located on apparatus. 	

Standard Operating Procedure: Work Sheet

EQUIPMENT	RESOURCE MANAGEMENT
Self-Contained Breathing Apparatus Change of Shift Operational Checks	S.O.P. 305.02 5/01 Approval: Page 1 of
PURPOSE:	
SCOPE:	
PROCEDURE:	

EQUIPMENT Self-Contained Breathing Apparatus Change of Shift Operational Checks	ANYTOWN FIRE DEPARTMENT RESOURCE MANAGEMENT S.O.P. 305.02 5/01 Approval: Page 2 of

Fire and Emergency Services Company Officer

Chapter 8

Respond to Scenarios About Human Resource Policies and Procedures

Name _____ **Date** _____

Introduction

As a supervisor, a company officer will be faced with a number of human resource policy issues. These policies include a variety of issues and can occur on a daily basis. Some, such as duty exchange, vacation leave, sick leave, and wellness, involve the interpretation and application of organizational policies. Others, such as hostile work environments, substance abuse, and absenteeism, are the result of improper behaviors. The company officer must be prepared to administer these policies fairly and consistently.

Directions

You are to use scenarios presented or the evaluators can develop scenarios of their own that will be used in a role play situation. It would be best to use a role player that is not the evaluator so the evaluator can concentrate on the activity and the student's responses and reactions to the situation. However if it is not possible to provide a role player during the role play scenario the evaluator can place themselves as the role player. During the role play scenario the student will encounter situations where they will be required to interact with subordinates in an attempt to resolve the situation. The students will be graded on the following;

- Did they follow policy
- Did they maintain their composure
- Did they provide a solution to the problem
- If discipline was administered was it in line with the offense

Candidate shall complete at least two scenarios during this section one of which will be relating to a personnel problem and the other relating to incident stress.

Scenario 1

While you were off on vacation a complaint was lodged concerning your crew. A citizen called headquarters and said that your unit was driving through a neighborhood erratically and exceeding the speed limit. It was determined that they were conducting district familiarization training when the incident occurred. You have spoken to the other members of the crew and they said that there was a group of kids in a yard and the driver had hit the air horn and gunned it past the yard to give the kids a show. They also said that there was no traffic on the road and all the kids were well off the road so no one was endangered.

Scenario 2

On your last shift you responded to a working structure fire. Upon your return you asked the driver to make sure that the unit was in order. He stated that all the equipment was checked and ready to go. All was quiet the rest of the night. When you returned to duty you were informed that the crew who relieves you found three SCBA's that were dirty and had empty cylinders.

Scenario 3

You are an officer for a volunteer fire department there is a member who has not showed for training for the past three months and has only responded to one run during that time. You are to talk to the member to find out the reason he has not been showing up. Your department requires that members attend 50% of the training.

Scenario 4

A subordinate member of the fire department approaches the company officer privately at the beginning of a shift. The subordinate reports feeling depressed and having difficulty dealing with a recent traumatic on-duty incident. The subordinate is not sure they will be able to perform at full effectiveness due to these problems.

Fire and Emergency Services Company Officer

Chapter 10 Respond to Scenarios About Community Needs

Name _____ **Date** _____

Introduction

The most cost-effective method to enhance a fire department's public image is the implementation of a public fire and life safety education program. It is an ideal way for the organization to provide a valuable public service while allowing a positive interaction with the community. The company officer must be able to access the needs of the community that is served and know how to most effectively deliver the program that has been identified.

Directions

Your department has been approached by a summer camp director in your area about putting together a fire safety program for the summer camp participants. The age of the audience will be from 8 – 10 years old. The director would like this to be a four week series. The children would visit your station once a week for four weeks. Each week would focus on a different aspect of fire/home safety. Your Fire Chief is in favor of this idea and has directed you to develop a program to include activities that will entertain as well as educate the children. He would also like you to create an informational flyer for the children to take home to their parents. Each session should be approximately an hour long. You are to develop this program and submit it for review.

Fire and Emergency Services Company Officer

Chapter 10

Respond to Scenarios about Concerns of Citizens

Name _____ **Date** _____

Introduction

The term citizen concerns can most often be interpreted as citizen complaints. Citizens often have concerns based upon a perception of something the organization, service provider, or municipality has done – or not done. Issues of this nature may involve something directly under the control of the emergency service organization such as open burning regulations, inspections, or weed abatement requirements. Other issues may involve something over which the fire or emergency organization has no jurisdiction – parking regulations, street signage, or even garbage pickup. These concerns are most often brought to the emergency service organization simply because personnel represent authority figures in the community and are viewed as representatives of the jurisdiction as a whole. Regardless of how or why a citizen complains to the fire and emergency services, company officers must be prepared to deal with these concerns in friendly, courteous, and professional manner.

Directions

Review the scenario you are to assume that you are the company officer at Station 5 and were on duty the night of the incident. Using your department policies as guidelines you are to address the citizen concern in the scenario below. You will to provide a report that specifies the nature of the concern, what approach you would use to address the problem and what steps you would take if you could not handle the situation at your level.

Scenario

You are the company officer at Station 5. Your neighborhood is a quiet area with mostly retired residents. Last Sunday evening you invited several off-duty firefighters and their families to the station to celebrate the retirement of your driver/operator. You grilled steaks and everyone played volleyball. One of your firefighters set up a CD player on the patio and played music softly during dinner and volleyball. The get-together lasted from 1700 to 2100. All cooking and volleyball equipment was cleaned and put away by 2115 hrs. At 2133 hrs Engine 5 was dispatched to a vehicle fire, and returned at 2230 hrs. On Wednesday morning a citizen who lives behind the station comes to you angry about the activities at the station on Sunday evening. He states that there was loud noise and music until midnight and that he and the other neighbors couldn't sleep. He insists that you take care of the problem or he is going straight to the chief.

Fire and Emergency Services Company Officer

Chapter 10

Apply the Customer Service Concept to a Citizen Inquiry

Name _____ **Date** _____

Introduction

The fire department is often the most visible organization in a municipality. Citizens routinely come into the local fire station seeking information about community fire codes, insurance information, scheduling fire station tours, and questions about the community itself. The company officer must be prepared to answer these questions in a manner that serves the citizen while casting a favorable impression of the fire department.

Directions

Read the activity scenario below and complete the exercises that follow.

Activity

Mrs. Davidson has come to Fire Station 5 to request information about the fire hydrant that serves her residence. She has the following questions:

- Where is the fire hydrant located?
- How far is it from her residence?
- Has it been checked and maintained recently?

She mentions that she has lived at her house for almost twenty years, and in all of that time couldn't recall ever having seen anyone check the fire hydrant to see if it worked. As company officer on duty, it is your responsibility to assist her. Following further inquiry you determine that Mrs. Davidson watched a television report the previous evening about a residential fire in a distant city that injured several people and destroyed the structure. The report also claimed that fire-fighting efforts were hampered by a broken fire hydrant that served the structure.

Assignment

You are to prepare a report that explains what steps you are to take to answer the citizen inquiry. The report must include what information you would gather and where you would obtain the information from. You will also prepare a memo to you supervisor explaining the name of the citizen, the nature of the inquiry, what you did to answer the inquiry.

Fire and Emergency Services Company Officer

Chapter 9

Recommend Changes to an Existing Policy or Implement a New Department Policy

Name _____ **Date** _____

Introduction

The fire department is a constantly changing organization. Methods, procedures, practices and policies that were developed in the past often become outdated, requiring them to be revised. Many times, the first individual that becomes aware of a policy or procedural shortcoming is the company officer. More often than not, the company officer who discovers these problems is also the individual who has an idea about what changes or modifications are needed to improve it.

Directions

Review the following scenario regarding a current policy used by the fire department and make revisions to it to meet the recognized current needs of the department.

Activity

The fire department S.O.P. 305.02, Self-Contained Breathing Apparatus Change-of-Shift Operational Checks, regarding the daily inspection of SCBA respirators, was written prior to the issuing of individual facepieces to members of the department. Several firefighters have experienced minor failures of the facepiece during fire suppression activities. Investigation has revealed that most of the problems occur with the exhalation valve. Further study also indicates that individuals keep their own facepieces in a storage bag located with their personal protective clothing while off duty. Because of this, the change-of-shift operational check of the facepiece is not always conducted along with the other portions of the SCBA ensemble. The current policy requires only that the pressure of the SCBA be full, and that the low pressure and PASS alarms ring when the SCBA is turned on. It does not require that the exhalation valve be checked for function. This is a possibly life-threatening problem, the company officer is to review the current policy and prepare a new policy so that the SCBA is fully checked for safe function during the change-of-shift check.

On the form included, prepare a memo directed to your supervisor, Battalion Chief Jones that reviews the nature of the problem and recommends a change to the policy to correct any deficiencies. Describe in detail the procedures that are to be followed that constitute the recommended corrective action. Then prepare the new policy as it would appear in an SOP or policy manual.

Memo

Date:

To:

From:

Subject:

Standard Operating Procedure: Change-of-Shift

EQUIPMENT	RESOURCE MANAGEMENT
Self-Contained Breathing Apparatus Change-of-Shift Operational Checks	S.O.P. 305.02 5/01 Approval: EJN Page 1 of 2
<p>PURPOSE: To define and describe the daily inspection and maintenance actions that are necessary to ensure the readiness and safe operation of fire department self-contained breathing apparatus (SCBA). These actions are to be performed during the change-of-shift operational checks (CSOC). Additionally, this procedure provides direction on the methods of cleaning, minor servicing, and restoration to service of the SCBA after use.</p> <p>SCOPE: This procedure applies to all personnel who are assigned to use or possibly use an SCBA. Additionally, it applies to all SCBA and ancillary equipment that are unassigned or held in reserve for immediate use, and any SCBA units that are being returned to service following repair or annual factory evaluation. All personnel assigned an SCBA are responsible for its condition and shall conduct these procedures.</p> <p>PROCEDURE: The CSOC is to be performed each day as the shift is changed. Firefighters who are rotated to a station other than the station where they began the shift are to perform these procedures at the time of their arrival for duty.</p> <p>An SCBA that has been returned to service from SCBA Services after repairs is to be given a CSOC at the time it is returned and prior to the replacement unit being placed into reserve status and the repaired unit placed in service.</p> <p>All SCBA that have been utilized during an emergency incident are to be cleaned, inspected, have minor maintenance performed, and given a CSOC prior to being returned to service.</p>	

EQUIPMENT	RESOURCE MANAGEMENT
Self-Contained Breathing Apparatus Change of Shift Operational Checks	S.O.P. 305.02 5/01 Approval: EJV Page 2 of 2
<p>An SCBA that has been subjected to abuse, impact, exposure to high heat or hazardous chemicals during use or in storage, should be removed from service, red tagged, logged as out of service in the station log and sent to SCBA services for evaluation and repair. A replacement unit is then put into service. This unit is given a CSOC and placed in service.</p>	
<p>CSOC and After Use Checks</p>	
<ul style="list-style-type: none"> • Check the air cylinder (pressure to be 4000 to 4500 psi). • Check tightness of high pressure hose connection to cylinder. • Depress facepiece regulator on/off switch to place into the off position. • Turn air cylinder valve completely on. • Low pressure (quarter service) alarm must activate as system is pressurized. • If low pressure alarm fails to operate, remove SCBA from service. • Personal Alert Safety System (PASS) must activate. • If PASS does not activate, remove the SCBA from service. • Check air lines for leaks (Use soapy water if leak is suspected to isolate location of leak). • Shut off air cylinder valve. • Bleed air from high pressure hoses by using facepiece regulator purge (red) valve. • Low pressure alarm must activate when pressure decreases to approximately 1000 psi. • Fully extend all harness straps. • Check harness for wear or damage. • Replace SCBA in seat-mounted bracket in "ready" condition. • Examine all spare SCBA cylinders located on apparatus. 	

Standard Operating Procedure: Work Sheet

EQUIPMENT	RESOURCE MANAGEMENT
Self-Contained Breathing Apparatus Change of Shift Operational Checks	S.O.P. 305.02 5/01 Approval: Page 1 of
PURPOSE:	
SCOPE:	
PROCEDURE:	

EQUIPMENT Self-Contained Breathing Apparatus Change of Shift Operational Checks	ANYTOWN FIRE DEPARTMENT RESOURCE MANAGEMENT S.O.P. 305.02 5/01 Approval: Page 2 of

Fire and Emergency Services Company Officer

Chapter 13

**Prepare a Budget Request for a
Specific Fire Service Need**

Name _____ **Date** _____

Introduction

Historically, the budget officer has had direct control over the funds allotted at the company level by the budget. This has changed in recent years as an increasing number of jurisdictions have assigned responsibilities to the company officer. Reflecting this trend, NFPA 1021, *Standard for Fire Officer Professional Qualifications*, requires that company officers be able to prepare a budget request to obtain the items needed to operate their stations and companies. The ability to make a simple budget request along with its justification prepares a company officer for greater budget responsibilities that come with higher rank.

Directions

Prepare a budget request for a project at your station. The members at your station have agreed to build a deck on the rear of your station if the department provides the materials. The deck is to be approximately 16' X 10" with handrails and a gate. You are to determine a materials list and get pricing for materials necessary. You have been advised that your budget cannot exceed \$4,000.00.

FIRE STATION BUDGET REQUEST WORKSHEET

STATION NUMBER: _____ COMPANY/UNIT: _____

STATION ADDRESS: _____

BUDGET CATEGORY: _____

Budget Item	Current Budget	Request	Total
TOTAL			

JUSTIFICATION:

Fire and Emergency Services Company Officer

Chapter 10

Complete an Initial Accident Investigation

Name _____ Date _____

Introduction

To reduce the occurrence and severity of accidents, the emergency service organization must develop procedures for investigations and reviews. These investigations should be objective, impartial, and directed toward fact finding. The company officer has the responsibility for performing the initial accident investigation based on the procedure.

Directions

Using the lesson as a reference read and analyze the scenarios that follow and then fill out an Employee Accident Report for one scenario. All questions and fields on the reports are to be completed.

Activity

Scenario 1: Injured Ankle

During emergency incident 07-011283 at 1323 hrs., 1204 West Market Street, January 29, 2007, Engine 5, deployed 500 feet of 5-inch supply line fire hose. "Loss stop" was declared by IC Grader (Battalion Chief/Shift Commander) at 1642 hrs. and demobilization began. Firefighter Jacob Brown was wearing all personal protective equipment except for SCBA. The supply line was then drained of water and company members began to reload it into the hosebed of the engine, a 1998 engine. The safety officer on scene was Captain Fortney. While this was being performed, Firefighter Jacob Brown (B Shift), age 32, slipped then fell from the rear step of the engine and injured his ankle. Firefighter Aaron Jones witnessed the fall and stated, "He was up on the rear step pushing hose to me when he yelled and fell off." The engine was not moving at the time of the accident. Driver/Operator, Brian Walters, did not see Brown fall, but said "All I know is, I heard Jake yell, and then a thud when he hit the ground. It was clear that he was hurt bad because he was screaming in pain." Weather at the time of the accident was windy and the temperature was 33°F. Freezing rain was falling, glazing the street and other surfaces. Medics from PA 101 treated Firefighter Brown at the scene and transported him to the Mercy Hospital for additional evaluation and care. It was later learned that Firefighter Brown's ankle was fractured and would require surgery. Estimated recovery and rehabilitation time for Firefighter Brown is four months.

Scenario 2: Kitchen Accident

While carving a roast for dinner at 1745 hrs. July 6, 2007 in the kitchen of Fire Station 5, Firefighter David Lastly (C Shift) severely cut himself on the left wrist. The wound was deep and bleeding could not readily be stopped by other firefighters at the station. The dispatch center was notified by station radio and a medic unit was sent to assist. The incident number assigned to the call is 07-023461. Firefighters Cliff Jones and Jacob Brown, who were preparing to eat dinner at the time of the accident, assisted with Firefighter Lastly's care. Jones stated that he saw firefighter Lastly cutting the roast when the knife suddenly slipped and "[The knife] went straight into Dave's wrist, almost all the way through." Firefighter Brown, who also witnessed the accident, said "It was pretty ugly, like a movie, the knife sticking out of his wrist and all." PA 105 arrived and transported Firefighter Lastly to Mercy Hospital for treatment. Due to lacerations of the wrist tendons corrective surgery was performed. Firefighter Lastly is expected to make a full recovery but will require therapy to regain full use of his hand before he returns to work. His recovery and convalescence is expected to be three months.

You are the company officer. Shift Commander Battalion Chief Michael Franks and Fire department Health and Safety Officer George Swift were notified by telephone following Firefighter Lastly's transport to the hospital.

Scenario 3: Vehicle Accident

While enroute to a reported structure fire Engine 1 passed the road. The driver of the apparatus was turning around and in an attempt to expedite the process instructed the firefighter that he did not need a spotter. The apparatus struck a tree resulting in moderate damage to the rear step of the apparatus. The crew continued to the fire scene and did not report the incident until after they were cleared of the incident. No injuries are reported in relation to the accident. The Company Officer stated that he felt the driver had control of the apparatus and it would have taken too long to place a spotter. The incident occurred at 2330 River Rd. at 1311 hrs. The weather conditions were sunny and dry. Company personnel were as follows;

Captain Bill Smith

Engineer Willie Jones

Firefighter Ted Johnson

Firefighter David Freeman

Employee Accident Report

Date:	Date of Accident: Time of Accident:
Accident Type:	Incident/Accident Location:
Employee Name:	Rank :
Gender:	
Conditions at Time of Incident:	
Incident Commander:	Supervisor:
Safety Officer:	EMS Unit(s)
Motorized Equipment Involved in Accident:	
Personal Protective Equipment:	
Explain the circumstances of the incident/accident and corrective actions recommended:	

What could be done to reduce exposure risk for future accidents?

Name of Witnesses:

Signature of employee:

Signature of Employee Supervisor:

Date:

Date:

Name of person filling out report